

## **Instructor Selection Guidelines**

Individuals selected for the Train the Trainer Workshop should meet the following criteria to ensure that the training program is delivered with maximum effectiveness.

### A) Successful trainers should possess:

- Good communication skills - verbal and writing skills are most important when working with individuals and a group - communicating at a level that is effective, interesting, and reaches all participants in a group
- Superior listening skills - the ability to listen and respond appropriately to meet the unique needs of individuals in a group
- Excellent sensitivity skills - the ability to be sensitive and respond appropriately to the development needs of a group and specific individuals within a group (i.e. - knowledge of when to reduce and increase the development work load for a group and responding to the special needs of individuals within a group)
- Organizational skills - the ability to organize material for presentation to a group in a logical and understandable manner
- Leadership - the ability to demonstrate how to solve problems using a measured, thoughtful, and careful approach

### B) Characteristics possessed by effective trainers:

- Knowledgeable - about how elementary and secondary schools operate in Virginia
- Energetic - able to maintain high energy levels for a long period of time
- Enthusiastic - about the SSO program and its potential for Virginia
- Committed - to the SSO training program and its future
- Professional appearance - an appearance that inspires confidence from participants
- Credibility - has established credibility among peers for being effective in the job

### C) Job Experience of effective trainers:

While the skills and characteristics are most important to consider when trying to identify personnel who might be effective trainers, job experiences can also give competent trainers some very positive advantages when working with SSOs.

The following job experiences for SSO trainers might be most helpful:

- Currently functioning as (or having been) a successful principal or assistant principal
- Currently operating as (or having been) a successful and effective SRO
- Currently operating as (or having been) a highly successful SSO